

Practice B. Creating a Works Cited citation for a printed book:

1. Go to www.easybib.com
2. Notice the part of your screen that looks like this:
3. Click on the **"Book"** tab, as circled in the picture.
4. In the white box where it may say, "Cite a book by searching by title, ISBN, or keywords", type in the book's title: *The Writer's Craft*.

EasyBib Write Smart.

Research BETA Notes & Outline Bibliography Citation guide Educator blog

Unsaved bibliography Save now!

Website **Book** Newspaper Journal Database All 59 options

Manual entry Help

MLA (free!) APA Chicago/Turabian

The Writer's Craft

Cite this

powered by WorldCat

5. The information that could be automatically identified by EasyBib.com has been pre-filled in for you. If more than one possible source comes up in the search, EasyBib will ask for you to choose the one that matches your source card information the best. Study your **bib card** carefully in order to do this correctly!

6. Which option to the left best matches your source card? Click "Select" next to it when you've made your choice! If you don't see an option that matches what you're looking for, click on bottom "Source not found? Cite it manually!"

Website **Book** Newspaper Journal Database All 59 options

Manual entry Help

MLA (free!) APA Chicago/Turabian

The Writer's Craft

Cite this

powered by WorldCat

The writer's craft

Sheridan Blau - McDonugal, Littell & Company - 1995

More about this source » Find at your local library through WorldCat »

The writer's craft,

John Hersey - Knopf, [distributed by Random House - 1974

More about this source » Find at your local library through WorldCat »

The writer's craft.

Frederic Alexander Birmingham - Hawthorn Books - 1958

More about this source » Find at your local library through WorldCat »

Source not found? Cite it manually! »

powered by WorldCat

7. You may not have any information appearing in red if you chose one of the auto-options. But if you chose to "cite it manually," you'll need to type everything in that appears on your source card. Remember, **red** indicates missing information that must be manually input by you, the writer.
8. **NOTICE!!!** You probably didn't use the ENTIRE book for your research—you probably only used a few pages of it, or maybe just a section or chapter of it. If that's the case, **change the "Citing" settings** to better meet your needs. Click on the drop-down arrow and change the settings from "The whole book" to **"Chapter or Section"** as shown in the picture.
9. You will automatically be "redirected to the appropriate form" when you change the citing settings. That's ok! ☺

Please confirm or modify the information below!

We get our data from outside sources, so please double-check.

Medium: In print E-book: online Online database E-book: other

Citing: The whole book

Contributors: Author

First MI Last / corp. Suffix

+ Add another contributor

10. Next, study your bib card again for this source and continue to take the necessary information from it and to fill-in the requested EasyBib form:

2
Blau, Sheridan. "Multimedia Report." <i>The Writer's Craft</i> . Evanston, IL: McDonugal, Littell &, 1995. 188-93. Print.

11. Again, notice that it's important for you to know (remember) what all that information on your source/bib card actually means. So if you don't remember—check your **"Step 9: MLA Works Cited Page"** handouts inside of your research folder for help again. (*You did this back when you were creating bib cards in Step 6*).
12. If you did it correctly, below is what your citation should look like. Study yours carefully. If yours looks differently than the "ANSWER KEY" below, start over and try again.

Please confirm or modify the information below!
We get our data from outside sources, so please double-check.

Medium: ☐ In print ☒ Website ☐ Online database

Source was: ☒ Published originally in this book (most common)
☐ Reprinted from another book

Chapter/section title:

Type: ☒ Chapter / essay / poem / short story
☐ Novel / source published independently

Contributors: Source author:
First MI Last / corp. Suffix

+ Add another contributor

In print publication info

Book title:

Advanced info:
Vol. Edition Series

Publication info:
Publisher City Year

Pages: ☐ Pages are nonconsecutive
Start End

Bibliography

Save for later

Save as Google doc

Print as Word Doc

Copy & paste | E-mail | Share | Count: 2

Sort order ▾

Select: All, None

Organize checked citations ▾

MLA 6 **MLA 7** APA Chicago/Turabian

☐ Blau, Sheridan. "Multimedia Report." *The Writer's Craft*. Evanston, IL: McDonugal, Littell &, 1995. 188-93. Print.

Chapter / Anthology

Tags | Edit | Delete

☐ Tolin, Anna. "8th Grade Research Home Page." *MrsTolin*. N.p., 2013. Web. 28 Feb. 2013. <[http://mrstolin.wikispaces.com/8th Gr Research Home Page](http://mrstolin.wikispaces.com/8th+Gr+Research+Home+Page)>.

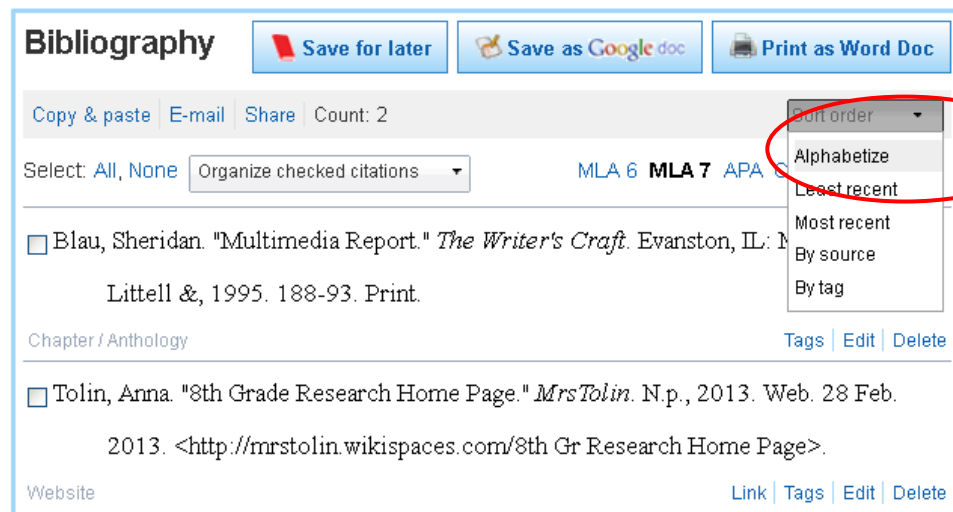
Website

Link | Tags | Edit | Delete

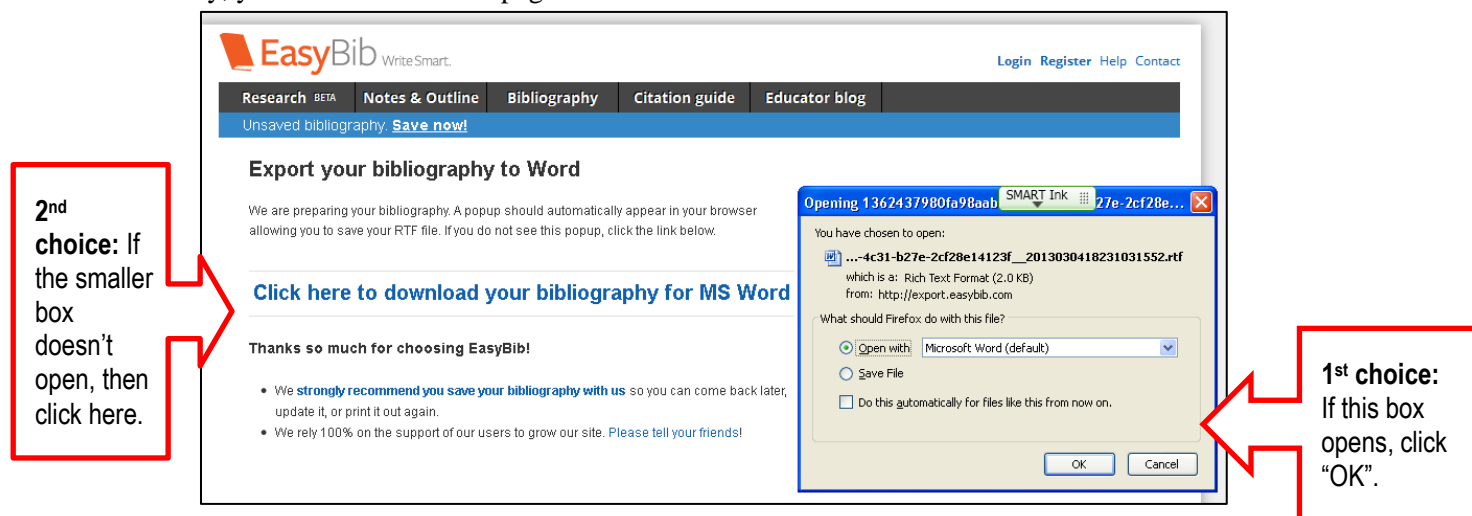
13. If yours was done correctly, move on to the final **"Practice C"** to prepare and print for credit... ☺

Practice C. Exporting your EasyBib Works Cited Page into a Word Document to save and print for credit:

1. Your Works Cited page is required list your sources in alphabetical order, according to author's last name or source title (whatever comes first in your citation). As shown in the picture below, click on the drop-down arrow under "Sort Order" and choose "Alphabetize".



2. Next, you'll want to prepare to EXPORT and PRINT your EasyBib Works Cited page into a Word document so that it can be blended with the rest of your paper and can be saved. To do this, click on the upper right corner that says, "Print as Word Document" (notice the arrow in the image above).
3. Automatically, you'll be directed to a page that looks like this:



4. **IF** a small box like the one to the upper right does not automatically appear as well, click on "Click here to download your bibliography for MS Word".
5. Your Word Document should open! ☺
6. Works Cited pages are attached as the last page of your final paper; therefore, a **HEADING** is NOT necessary.
7. However, you **MUST HAVE THE PROPER HEADER** in the upper **RIGHT** corner. Follow these instructions:
 - a. Go to "Insert" > "Page Number" > "Top of Page" > "Plain Number 3" > Type your last name> hit "space bar" > double click outside of Header area. **DO NOT MANUALLY TYPE THE PAGE NUMBER!!!!!!**
 - b. **Change the font to Times New Roman, size 12 pt.** A header's default is NOT the proper font or size.
 - c. **You can/will not earn credit if your last name is not in the header. Handwritten names written on the paper will not be accepted.**
8. Refer to the sample Works Cited page provided in your Research Folder to compare your format to that one to make sure the format looks the same.
9. Finally, **PRINT** to the nearest printer and submit it for credit. ☺ Then, apply this "practice" to your own note cards and create a Works Cited page for **YOUR** research paper! ☺